

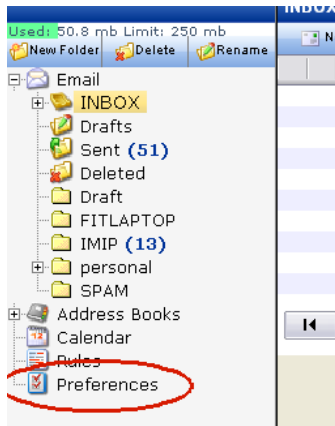


## Instructions for Forwarding Mail from IMAIL to WEBMAIL (Outlook Web Access for Exchange)

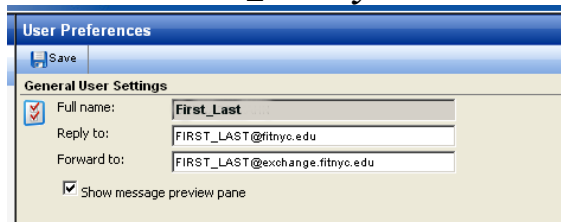
Prepared by Bernard Kahn 8/20/08

When using Exchange at FIT, it is necessary to setup forwarding from Imail to Webmail. Please follow these instructions. This only needs to be done once.

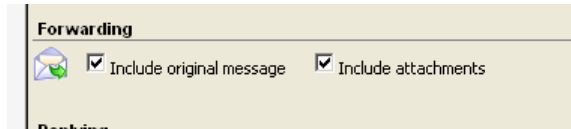
1. Open a web browser and open Imail (<http://imail.fitnyc.edu>)
2. Select “Preferences”



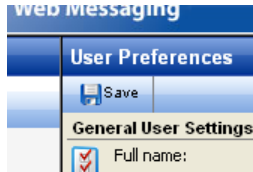
3. Enter the following address in the “Forward to:” line: **First\_Last@exchange.fitnyc.edu** where the First\_Last is *your* FIT User ID (same as your current email prefix).



4. Scroll down to the Forwarding section and add a check mark to “Include original message” and “Include attachments”.



5. Select “Save” at the top of the screen.



6. You can test this by choosing to “Compose” a new message, address it to yourself ([First\\_Last@fitnyc.edu](mailto:First_Last@fitnyc.edu)), enter “test message” in the subject and body, and send the message. You should be able to log onto <http://webmail.fitnyc.edu> and see the test message there. You should now receive all messages sent to your account.